

***NATIONAL WEATHER SERVICE INSTRUCTION 1-101  
MARCH 14, 2005***

***Administration and Management  
Policy Formulation, NWSPD 1-1***

***NWS DIRECTIVES SYSTEM - STRUCTURE AND MANAGEMENT***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**OPR:** W/CFO3 (H. Loeb)  
**Type of Issuance:** Routine

**Certified by:** W/CFO3 (N. Leivers)

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***SUMMARY OF REVISIONS:*** This directive supersedes NWSI 1-101, “NWS Directives System - Structure and Management,” dated October 17, 2003. Changes are: (1) the coordination and dispute resolution process are modified in Sections 5.1 and 5.2 of Appendices A and B; (2) the requirement to provide a summary of a new directive is extended to the GCW; (3) a new section 8 in Appendices B and C is added to describe correction of errors not requiring coordination; (4) guidance on the filing naming convention for certification memoranda is revised; (5) guidance on setting margins in Word is added; (6) a statement is added to 5.4 of Appendices A and B and 5.1 and 5.2 of Appendix C clarifying that no comments from the union within 15 calendar days indicates the directive is accepted as written; (7) an additional statement is added to 5.5 concerning the subscriber service sending out notices of new postings; (8) the OPR has the option of communicating a decision not to update a directive to an affected office requesting change(s) [section 6.2.2 of Appendices A and B]; (9) new guidance on the signature and date line is added to section 3.k of Appendices B and C; (10) changes to emergency directives are indicated in redline and strike out [section 6.3 of Appendices B and C], and (11) the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer now has 3 working days to post supplements, rather than 2 working days.

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Signed by	February 28, 2005
Matt Jadacki	Date
Chief Financial Officer/ Chief Administrative Officer	

**NWS Directives System - Structure and Management**

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1. Introduction. The National Oceanic and Atmospheric Administration's (NOAA) National Weather Service (NWS) Policy Directive 1-1 establishes the NWS Directives System (NDS) for official NWS policy. This instruction describes the NDS structure and management of policy formulation.

2. NWS Directives System Components. The NDS consists of policy directives, procedural directives, and supplements.

2.1 Policy Directives. Policy directives are orders of the Assistant Administrator (AA) for Weather Services. Policy directives initiate and define NWS activities, as well as regulate authorities and responsibilities. Appendix A provides detailed instructions on the format, content, and approval process for policy directives.

2.2 Procedural Directives. Procedural directives implement policy directives. They are issued by NWS Headquarters and are comprised of instructions and/or manuals. Appendix B provides detailed instructions on the format, content, and approval process for procedural directives.

2.3 Supplements. Supplements adapt procedural directives to address field requirements. The NWS regions, National Centers for Environmental Prediction, and field offices may issue supplements. Supplements will not be issued for policy directives. Supplements will not detract from or conflict with procedural directives. Appendix C provides detailed instructions on the format, content, and approval process for supplements.

3. Writing Style and Standardized Terminology. Use the active voice in all directives to convey policy. Keep sentences simple and concise. Use the following terminology to emphasize key policies:

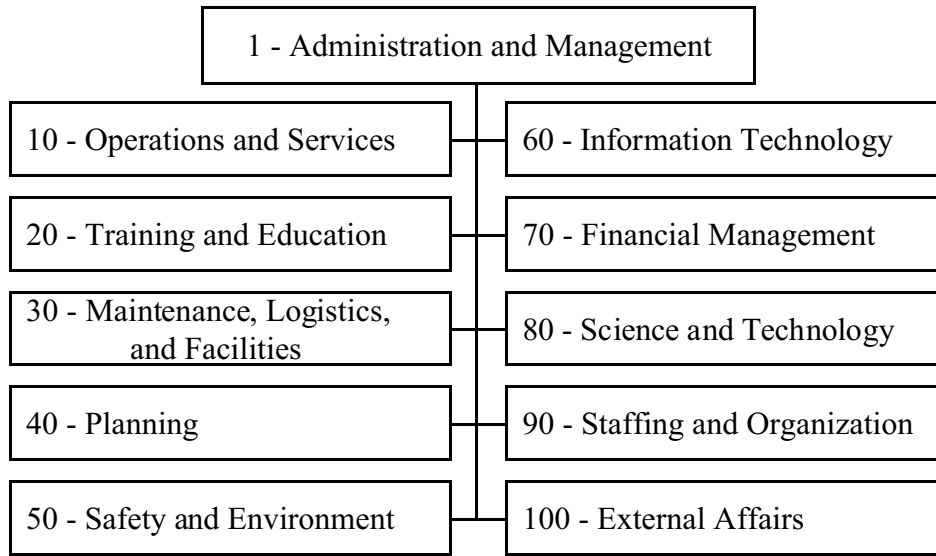
- a. *Will:* The use of “will” indicates a definitive course of action. “Will” is used to convey high-level policy closely related to the NWS mission.
- b. *Should:* The use of “should” indicates a recommended course of action.
- c. *May:* The use of “may” indicates an optional or permissible practice.

Use of “shall” is not recommended.

4. Punctuation. For punctuation guidance, supplement the Federal Government’s official reference manual, the [\*Government Printing Office Style Manual\*](#), with *The Gregg Reference Manual* and the *Executive Affairs and Correspondence Manual* (NWSI 1-801).

5. Use of Acronyms. Define an acronym the first time it is used. Place the acronym in parenthesis after the word or phrase being defined. For example: the National Weather Service (NWS). Use only the acronym in the remainder of the document.

6. NOAA Corporate Name. Use the acronym “NOAA” as a precedent to the NWS the first time the NWS is mentioned in a directive. Spell out “NOAA” as “National Oceanic and Atmospheric Administration” the first time it is used. (See “1. Introduction” of this section for an example.)



**Figure 1** - Organization of the NDS into 11 functional areas.

7. Organization and Management. The NDS is organized according to major functional areas (see Figure 1). Each functional area is assigned a series number. The NDS Web site ([www.nws.noaa.gov/directives](http://www.nws.noaa.gov/directives)) is the primary means for accessing directives and supplements. The official signed hard copy of each policy and procedural directive is filed within the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (W/CFO3). The official hard copy of a supplement is filed at the issuing office.

8. Transition from the Weather Service Operations Manual (WSOM) to NDS. All components of the WSOM, the former directives system of the NWS, will be superseded by a new NDS directive or rescinded. WSOM issuances will remain in effect until the policies are rescinded or superseded within the NDS.

9. Development, Coordination, and Approval. All policy directives, procedural directives, and supplements will be developed, coordinated, and approved following instructions provided in Appendices A, B, and C. The office responsible for developing and coordinating an NDS component and guiding it through the approval process is known as the Office of Primary Responsibility (OPR).

10. NDS Postings Subscription. NDS users can sign up for a subscription to receive e-mail notices of new postings at the NDS Web site: [www.nws.noaa.gov/directives](http://www.nws.noaa.gov/directives).

11. Use of Hyperlinks. Be aware when using hyperlinks in directives that any reference from the NWS Web server to any non-government entity, product, service or information does not

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constitute an endorsement or recommendation of such by the National Oceanic and Atmospheric Administration or any of its field offices or employees. We are not responsible for the contents of any “off-site” Web pages referenced from NWS servers. A disclaimer indicating this can be found on the bottom of the NWS and NDS Home pages.

## APPENDIX A - NWS Policy Directives

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1. Introduction. NWS Directives System (NDS) policy directives are concise, highly structured documents. Policy directives define major activity areas of the NWS and associated

management authorities and responsibilities. Major activity areas recognize operational functions of the NWS (e.g., fire weather) or important staff functions assigned to agency personnel (e.g., policy formulation). The signatory or approving authority for policy directives is the Assistant Administrator (AA) for Weather Services. (An exception to this is described in section 7.1.)

2. Format. The format instructions in this section will be followed for all policy directives. The format of the parent policy directive (NWSPD 1-1) to this instruction serves as the guiding example.

2.1 Margins. If using Word Perfect, set left and right margins to 1 inch. Set bottom margin to 0.6 inch. Set top margin to 1 inch for the banner page and 0.6 inch for every page thereafter.

If using Microsoft Word, set the left and right margins to 1 inch. Set the top and bottom margins to 1 inch for the entire document, and set the header and footer margins at 0.6 inch.

2.2 Font. Use 12 point Times New Roman font throughout the document.

2.3 Tabs. Tab stops should be set every 0.5 inches from the left margin.

2.4 Headers. Include a header consisting of the NDS number and the directive's effective date. For policy directives, the NDS number consists of "NWSPD" followed by the series code, a dash, and a number indicating the directive's position within the series. The header text is bold and right justified. Suppress the header on the banner page. Templates for NDS banner pages and headers are located in the Toolkit of the NDS home page at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>.

2.5 Page Numbering. Set page numbers to appear at the bottom center of each page. Suppress the page number on the first page.

3. Banner Page. The first page of a policy directive consists of a banner with a blue heading followed by document information. The signature block is at the end of the main body of the policy directive. Figure A-1 depicts the banner format. Templates for NDS banner pages and headers are located in the Toolkit of the NDS home page at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>.

Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

(a.) ***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-1***

(b.) ***DECEMBER 14, 2002***

(c.) ***Administration and Management***

(d.) ***POLICY FORMULATION***

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(e.) **NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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(f.) **OPR:** W/CFO3 (N. Scheller)

(h.) **Certified by:** W/CFO/CAO (T. David)

(g.) **Type of Issuance:** Initial.

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(i.) **SUMMARY OF REVISIONS:** This directive supersedes NWSPD 1-1, "Policy Formulation," dated December 14, 2001.

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**Figure A-1.** Sample banner format for a policy directive.

Fill in the banner with the directive system information as follows:

- a. **NDS Policy Directive Title and Number** - The title will consist of "NATIONAL WEATHER SERVICE POLICY DIRECTIVE" followed by a space and the NDS number. The NDS number will consist of the series number, followed by a dash, and a directive number beginning with 1 and continuing up to 99. For example, the title for the first policy directive in the "1" series is "NATIONAL WEATHER SERVICE POLICY DIRECTIVE 1-1" (see Figure A-1).

The OPR assigns policy directive numbers. This process may require coordination with other offices to avoid duplicate numbers.

- b. **Effective Date** - Leave this blank until the directive is signed. The effective date is normally two weeks (14 calendar days) after the directive is signed by the approving authority (e.g., to allow time for implementation and/or training on a new directive). The effective date is the anniversary date for the directive.

In cases where the OPR desires the directive to become effective later than two weeks after signature, the OPR should include the rationale for the date as part of the background information accompanying the directive. The OPR also should specify the desired effective date in relative terms (i.e., 90 days after the directive is signed). Mandatory packaging requirements are posted on the NDS Web site in the Toolkit at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>.



- c. **Series Title** - Title of NDS series where the policy directive is found. Titles are found in Figure 1 in the main body of NWSI 1-101.
  - d. **Subject Title** - Name describing the activity area covered by the policy directive.
  - e. **Notice** - Location of the NDS Web site.
  - f. **Office of Primary Responsibility (OPR)** - Routing code for OPR responsible for the directive followed by name of the author in parenthesis (first initial and last name).
  - g. **Type of Issuance** - Term indicating type of most recent issuance. Options are:
    - (1) Initial - first issuance of policy directive under the NDS.
    - (2) Routine - annual update of the directive.
    - (3) Emergency - unscheduled update issued between annual updates.
  - h. **Certified by** - Name of office director or designee. Use same format as OPR block.
  - i. **Summary of Revisions** - List all documents superseded by the policy directive. Include the full title, issuance number, and date of the documents being superseded. If the directive is an update, summarize the major changes made from the previous version of the directive.
  - j. **Banner Color** - Use the standard blue color for banner table cells containing (a) through (d).
4. Content. Policy directives should be no more than three pages in length (including the attachment required in Section 4.5). Do not include a table of contents. Include sections with the information identified below.
- 4.1 Introduction. Provide a brief explanation of the need for the activity area covered by the directive. Close with a one-sentence summary of the purpose and scope of the directive.
- 4.2 Objective. Provide a short description of the purpose of the activity area as it is carried out by the NWS.
- 4.3 Authorities and Responsibilities. Begin with the words, "This directive establishes the following authorities and responsibilities:" After that, use subsections to describe the role each NWS level has in the activity area.
- 4.4 Measuring Effectiveness. Provide a brief description of the measures that will be used to determine whether the objective stated in 4.2 has been attained.

4.5 References. Select one of the following two options for including references. At the end of the directive, state:

- a. “This policy directive is supported by the references and glossary of terms listed in Attachment 1.” Provide an Attachment 1 listing all procedural directives linked to the policy directive, or
- b. “Procedural directives will be issued to implement this policy as needed .

Attachment 1, includes a glossary for all policy-related terms used in the directive.

4.6 Signature and Date Line. The signature and date line begins four lines beneath the last line of the policy directive narrative. The AA’s name and title should be directly under the line and flush at the left margin. The word “Date” should be on the same line to the right of the AA’s name.

5. Development, Coordination, and Approval. OPRs will develop and provide updates to policy directives. All policy directives will pass through the coordination and review sequence described in this section. This process applies to initial versions as well as routine and emergency updates (see Section 6).

5.1 Coordination. The OPR sends a draft policy directive for review by counterparts in all affected offices. Affected offices are defined as NWS Headquarters offices, regions, and national centers having personnel, activities, and/or programs affected by the directive. Counterparts are managers in affected offices who oversee specific functional areas. Counterparts are given at least 15 working days to e-mail comments on the draft version to the OPR, with a copy to all other affected offices. Responses take two forms:

- a. Acceptance (as written or with recommended wording changes), or
- b. Non-acceptance. In this case, the response must identify the specific wording that cannot be accepted, provide alternative wording that would be acceptable, and the rationale.

If an affected office does not respond by the close of business on the due date, it is presumed to accept the directive as written. The OPR collects and evaluates the responses, giving consideration to recommended changes. If all responses indicate acceptance, the directive is ready for General Counsel and union coordination. Otherwise, further coordination occurs with all affected offices to attempt to reach a consensus. If a consensus cannot be reached in a reasonable amount of time at the working level, the dispute resolution procedure in 5.2 is used.

5.2 Dispute Resolution. Disputes are resolved at the lowest possible level, however, if a consensus cannot be reached, high levels of management in the OPR and affected office(s) indicating non-acceptance must be involved and attempt to reach a consensus. All other affected offices must be kept apprised. The OPR is not obligated to indefinitely delay the directive. If no consensus can be reached at the Office/Regional Director level, the OPR includes a point paper in the package to be submitted for final approval. This point paper identifies the dissenting party(s)

and the area(s) of disagreement, and includes an explanation for the wording ultimately used. As a courtesy, the OPR should share the point paper with affected offices, along with the final version of the directive. This communicates the reason(s) for the disagreement and the final choice of text. The final decision rests with the NWS Director for policy directives.

5.3 General Counsel Review. The OPR sends a certified policy directive to the General Counsel for Weather Services (GCW) for legal clearance. All comments, including dissenting comments, are included in the GCW package. The OPR incorporates changes from the GCW, as appropriate, and forwards an electronic version of the directive to the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (W/CFO3). If the policy directive is new and does not supersede previous directives, the OPR must include a short summary highlighting the major points of the new directive.

5.4 Union Review. After GCW review, W/CFO3 sends the directive, without comments, to the national representative of the NWS Employees Organization (NWSEO) for union coordination. In accordance with the NWS-NWSEO Collective Bargaining Agreement, the union has 15 calendar days to review the directive. The OPR must include a short explanation of the changes made to the policy from a WSOM Chapter, Operations Manual Letter (OML), or an earlier NDS policy. If a response is not received from the union within 15 calendar days, the OPR can assume the directive is accepted as written.

If the policy directive is new and does not supersede previous directives, the OPR must include a summary highlighting the major points of the new directive, as was done with the GCW. W/CFO3 will provide the OPR with any union comments. If required, W/CFO3 will provide labor-management relations guidance to the OPR during consideration of the union comments. The OPR includes documentation of GCW and union comments in the package for final approval. If there is a significant change to the directive, re-coordination with GCW and the union is required.

5.5 Approval. The OPR prepares a package (i.e., file folder) for approval according to W/CFO3 guidelines. Mandatory packaging requirements are posted in the Toolkit of the NDS home page at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>. This package includes the directive and responses from all affected offices. One package is prepared for each directive. W/CFO3 reviews this package within five days. W/CFO3 then forwards the directive to the approving authority. The approving official considers comments, including dissenting comments, in deciding whether or not to approve the directive.

A policy directive becomes official when the approving authority signs the official hard copy on the banner page. W/CFO3 enters the effective date (normally 14 calendar days after the signature date) on the official hard copy and advises the OPR the directive has been signed. The OPR then enters the effective date on the banner page and header of the electronic version. The OPR also enters the term “signed” and the date on the signature line, and provides W/CFO3 with a copy of the approved directive as a .pdf (Portable Document Format) file. When converting the document into .pdf format, the OPR assigns an appropriate file naming convention number using the instructions provided in Appendix D. W/CFO3 posts the directive on the NDS Web site within

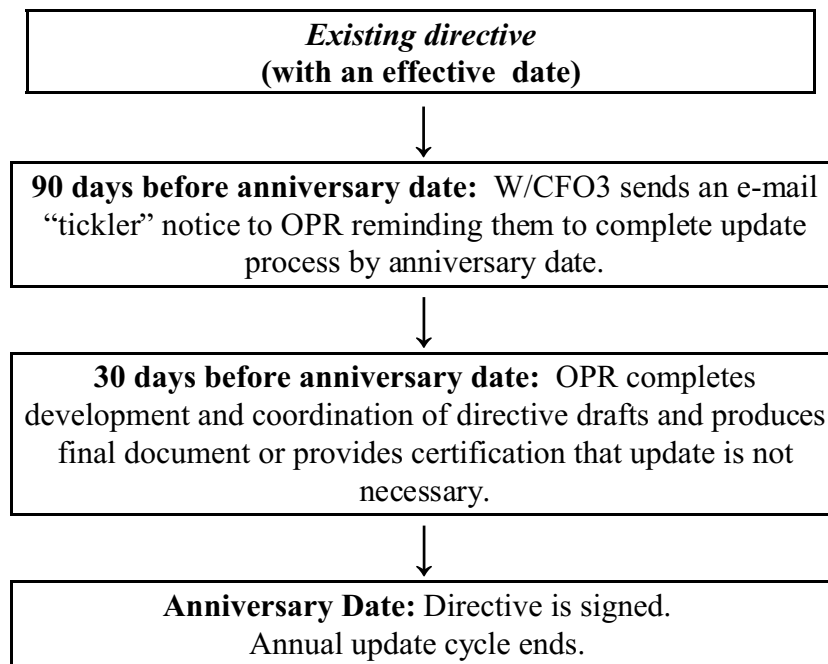
three working days. The NDS subscriber service sends a notice of the new posting to all subscribers.

W/CFO3 maintains the signed hard copy of each policy directive along with a copy of the coordination/clearance sheet and any other essential coordination documentation. Official signed copies are permanent Federal records and will be archived following NOAA and National Archives and Records Administration (NARA) guidelines.

## 6. Issuance Types.

6.1 Initial. Each policy directive will have a first issuance under the NDS. These initial issuances are coordinated as outlined in Appendix A, Sections 5.1 through 5.5.

6.2 Routine. Each policy directive will undergo an annual review process based on the effective date of the directive. The effective date begins a one-year period known as the annual review cycle. The annual review cycle will be completed by the anniversary date of the directive, which is one year from its effective date. Updates made to a directive as part of this annual cycle are known as routine updates. The routine update process is summarized in Figure A-2 and described in Sections 6.2.1 and 6.2.2.



**Figure A-2.** Summary of the routine (annual) update process

6.2.1 Recommendations for Update. At any time during the first nine months of a policy directive’s annual review cycle, management at an affected office may notify the OPR of any recommended changes to the directive.

6.2.2 Update Process. Approximately ninety calendar days prior to a directive's anniversary date, W/CFO3 sends a notice reminding the OPR to complete the update process before the end of the annual cycle. The OPR evaluates any update recommendations received from affected offices during the first nine months of the annual cycle. If no update recommendations were received from affected offices by 90 calendar days before the anniversary date and the OPR could not identify the need for an update, a directive may stand without modification through the year's annual cycle.

The OPR may decide not to update a directive even when an affected office has requested a change if overriding concerns of the NWS dictate the need for it to remain unmodified. The OPR may wish to communicate its decision to the affected office making a request for a change. When a directive does not require an update, the OPR provides a certification memorandum, signed by the directive certifying official (i.e., Office Director), to W/CFO3 by day 60 of the 90-day update period indicating the directive was reviewed and is current. A policy directive certification memorandum template is available at the NDS Web site Toolkit at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>. The signed certification memorandum is electronically sent to W/CFO3 in .pdf format for posting at the NDS Web site. When converting the document to .pdf format, the OPR assigns an appropriate file naming convention number using the instructions provided in Appendix D.

The OPR will complete staff work to update a directive by day 60 in the 90-day update period. This includes coordination with affected offices (Section 5.1) as well as dispute resolution (Section 5.2). The last 30 calendar days of the 90-day period are reserved for GCW and union coordination (Section 5.3 and 5.4) and signature by the AA (Section 5.5).

The OPR should begin coordinating a first draft by the 10th working day in the 60-day staff work period. A complete document is coordinated which has the areas revised during this update cycle indicated with redline and strikeout. When the coordination process is finished, a complete document with changed areas marked is provided for GCW/union review.

The effective date (14 calendar days after signature) is entered in the banner page and header and serves as the new anniversary date for the next annual review cycle. This is followed by the final approval process as outlined in Section 5.5.

The OPR may request a waiver from W/CFO3 if a directive cannot be updated by the end of the annual review cycle. Such requests briefly state the reason additional time is needed and include a new completion date.

6.3 Emergency. An unscheduled or emergency update to a policy directive may be made at any time. Emergency updates are coordinated with affected offices according to guidelines in Sections 5.1 and 5.2 using a document with the changed area(s) marked. The updated version then proceeds through the GCW and union coordination process as outlined in Sections 5.3 and 5.4. This is followed by the final approval process as outlined in Section 5.5.

The effective date (normally 14 calendar days after signature) is entered into the banner page and header and becomes the new anniversary date for the annual review cycle.

7. Recision. A policy directive will be rescinded when it is no longer needed. The procedures outlined in Section 5 on development, coordination, and approval should be followed for recisions of policy directives. Only the AA for Weather Services can rescind a policy directive (except in an emergency situation, see 7.1 below). The format for recision of a policy directive is located in the NDS Web site Toolkit at: (<http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>).

7.1 Emergency Recision. In an emergency situation, the OPR may immediately rescind a policy directive and notify W/CFO3. W/CFO3 distributes an e-mail notification of recision to all NDS users and removes the directive from the NDS Web site.

**APPENDIX B - NWS Procedural Directives**

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1. Introduction. Procedural directives provide instructions and guidelines required to carry out a major activity area. Procedural directives occur in two forms:

- a. Instructions - Instructions direct action, ensure compliance, and provide detailed procedures. Other unique types of documents fall under this classification:
  - (1) Product specifications - assign responsibilities, define format, content, and issuance times of operational NWS products (e.g., zone forecast products, hydrologic products, or tornado warnings).
  - (2) Memoranda of agreement (MOA) and memoranda of understanding (MOU) - considered to be special types of instructions. (See Section 4.7)
- b. Manuals - Manuals provide procedures used for performing standard tasks or supporting training and education programs.

The approving authority for a procedural directive is the director of the OPR.

2. Format. Follow the general format guidelines in this section for all instructions and manuals. The format used in this instruction serves as the guiding example.

2.1 Margins. If using Word Perfect, set left and right margins to 1 inch. Set bottom margin to 0.6 inch. Set top margin to 1 inch for the banner page and 0.6 inch for every page thereafter.

If using Microsoft Word, set the left and right margins to 1 inch. Set the top and bottom margins to 1 inch for the entire document, and set the header and footer margins at 0.6 inch.

2.2 Font. Use 12 point Times New Roman font throughout the document. OPRs may diverge from this requirement and use fonts such as Courier New when necessary for product specifications or similar documents.

2.3 Tabs. Except for the table of contents, tab stops should be set every 0.5 inches from the left margin.

2.4 Headers. Include a header consisting of the National Weather Services Directive System (NDS) number and the directive's effective date. For procedural directives, the NDS number consists of "NWSI" (for NWS instruction) or "NWSM" (for NWS manual); followed by the series code, a dash, and a number indicating the directive's position within the series. The header text is bold and right justified. Suppress the header on the banner page. Templates for NDS banner pages and headers are located in the Toolkit of the NDS home page at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>.

2.5 Page Numbering. Set page numbers to appear at the bottom center of each page. Suppress page numbering on the first page. For appendices, reset the page number to 1 on the first page and use format <appendix letter - page number> (e.g., A-1).



**Figure B-1.** Sample banner format for procedural directive.

- a. **NDS Procedural Directive Title and Number** - The title will consist of “NATIONAL WEATHER SERVICE INSTRUCTION” or “NATIONAL WEATHER SERVICE MANUAL” followed by a space and the NDS number. The NDS number will consist of the policy number and an instruction or manual number beginning with 01 and continuing up to 99. For example, the title for the first instruction under the fourth policy directive in the “10” series would be “NATIONAL WEATHER SERVICE INSTRUCTION 10-401” (see Figure B-1).

Instructions and manuals should have different numbers. For example, an instruction and manual should not be identified as NWSI 10-401 and NWSM 10-401. They should be different (e.g., NWSI 10-401 and NWSM 10-402) to facilitate identification when using the electronic filing numbering system (see Appendix D).

The OPR assigns procedural directive numbers. This process may require coordination with other offices to avoid duplicate numbers.

- b. **Effective Date** - Leave this blank until the directive is signed. The effective date is normally two weeks (14 calendar days) after the directive is signed by the approving authority (e.g., to allow time for implementation and/or training on a new directive). The effective date is the anniversary date for the directive.

In cases where the OPR desires the directive to become effective later than two weeks after signature, the OPR should include the rationale for the date as part of the background information accompanying the directive. The OPR should also specify the desired effective date in relative terms (i.e., 90 days after the directive is signed).

- c. **Series Title** - Title of NDS series where the directive is found. Titles are found in Figure 1 in the main body of NWSI 1-101.
- d. **Policy Directive** - Name and number of policy directive being implemented.
- 5. **Subject Title** - Title describing the directive's subject matter.
- f. **Notice** - Location of the NDS Web site.
- g. **Office of Primary Responsibility (OPR)** - Routing code for OPR responsible for the directive followed by name of the author in parenthesis (first initial and last name).
- h. **Type of Issuance** - Term indicating type of most recent issuance. Options are:
  - (1) Initial - first issuance of directive under the NDS.
  - (2) Routine - annual update of the directive.
  - (3) Emergency - unscheduled update issued in between annual updates.
- i. **Certified by** - Name of OPR's division chief or designee. Use same format as OPR block.
- j. **Summary of Revisions** - List of all documents superseded by the directive. Include the full title, issuance number, and date of the documents being superseded. If the directive is an update, summarize the major changes made from the previous version of the directive.

- k. **Signature and Date Line** - The signature and date line begins four lines beneath the last line of the Summary of Revisions. The name and title of the approving authority should be directly under the line and flush at the left margin). The signing authority's name and title should be directly under the line and flush at the left margin. The word "Date" should be on the same line to the right of the signing authority's name.
  - l. **Banner Color** - Use the standard yellow color for banner table cells containing (a) through (e).
4. **Content.** Follow the structure and content instructions outlined below for the main body following the banner page. The body of the document should begin on a new page. The title of the document should be bold and centered immediately below the header.
- 4.1 **Table of Contents.** Follow the format used in NWSI 1-101. The table of contents should begin two lines below the title. The words "Table of Contents" should be underlined and aligned at the left margin. The word "Page" should be underlined and aligned at the right margin. Set tabs at 0.25 inch, 0.60 inch, 1.10 inch, and 1.60 inch. Place the page number for each section, subsection, sub-subsection and, should it be necessary, a fourth level subsection along the right margin using dot leaders. For a long title needing additional lines, use the same indentation as the first line and start the dot leader from the first line. The table of contents for an instruction covers only the main body of the document. Provide a separate table of contents for each appendix (if any). The table of contents for the main body of the document should include a section entitled "Appendices" along with the title of each appendix. The table of contents for a manual may cover the entire document.
- 4.2 **Structure.** Place policy-oriented material to guide decisions and actions in the main body. Distribute more detailed, "how-to" information into appendices.
- 4.3 **Section Numbering and Paragraphs.** Sections, subsections, and sub-subsections are titled and structured as follows:
- n. **Section Title.**
  - n.n **Subsection Title.**
  - n.n.n **Sub-subsection Title.**

Under any of these levels where items are listed for emphasis or clarity, indent text at 0.5 inch steps as follows:

- a.       XXXXX XXXXXXXX XXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXX XXXXXXX XXXXXXX.
- (1)     XXXXX XXXXXXXX XXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXX XXXXXXX XXXXXXX.
- (a)     XXXXX XXXXXXXX XXX XX XXXXXXXX XXXXXXXXXXXX XXXX XXXXXXX XXX  
                  XXXXXX XXXXXXX.

4.4     Tables and Figures. Tables or graphics may be placed at any location within an instruction or manual. Number tables and figures serially in the main body of the directive. In appendices, include their letter in serial numbering, i.e., "<appendix letter>-<figure number>."

4.5     Forms. OPRs are responsible for continuing the use of existing forms or creating new forms. New forms created for a directive should have a corresponding NDS directive number. The OPR is responsible for maintaining and distributing the form(s). Existing forms will remain in use until replaced by an OPR. All forms must be consistent with relevant NOAA Administrative Orders (NAOs) or Department Administrative Orders (DAOs). (See [DAO 205-10](#) and [NAO 205-10](#).)

4.6     Appendices. Use appendices in instructions or manuals as necessary. Follow the format used in this and other appendices of the parent instruction.

4.7     Special Instructions for MOA/MOUs. MOA/MOUs referenced in or relevant to policy and procedural directives must be filed as procedural directives. The procedural directive includes a banner page followed by an introduction explaining the background of the document. Follow the introduction with a list of people who signed the memoranda and the entities they represent. Then include a copy of the MOA/MOU as an Appendix.

5.       Development, Coordination, and Approval. OPRs will develop and provide updates to procedural directives. With the exception of MOA/MOUs, all procedural directives will pass through the coordination and review sequence described in this section. This process applies to initial versions as well as routine and emergency updates (see Section 6).

5.1     Coordination. The OPR sends a draft procedural directive for review by counterparts in all affected offices. Affected offices are defined as NWS Headquarters offices, regions, and national centers having personnel, activities, and/or programs affected by the directive. Counterparts are managers in affected offices who oversee specific functional areas. Counterparts are given at least 15 working days to e-mail comments on the draft version to the OPR, with a copy to all other affected offices. Responses take two forms:

- a.       Acceptance (as written or with recommended wording changes), or
- b.       Non-acceptance. In this case, the response must identify the specific wording that cannot be accepted, provide alternative wording that would be acceptable, and the rationale.

If an affected office does not respond by the close of business on the due date, it is presumed to accept the directive as written. The OPR collects and evaluates the responses, giving consideration to recommended changes. If all responses indicate acceptance, the directive is ready for General Counsel and union coordination. Otherwise, further coordination occurs with all affected offices to attempt to reach a consensus. If a consensus cannot be reached in a reasonable amount of time at the working level, the dispute resolution procedure in 5.2 is used.

5.2 Dispute Resolution. Disputes are resolved at the lowest possible level, however, if a consensus cannot be reached, high levels of management in the OPR and affected office(s) indicating non-acceptance must be involved and attempt to reach a consensus. All other affected offices must be kept apprised. If no consensus can be reached, the OPR includes a point paper in the package to be submitted for final approval. This point paper identifies the dissenting party(s) and the area(s) of disagreement, and includes an explanation for the wording ultimately used. As a courtesy, the OPR should share the point paper with affected offices, along with the final version of the directive. This communicates the reason(s) for the disagreement and the final choice of text. The final decision rests with the OPR's Office Director for procedural directives.

5.3 General Counsel Review. The OPR sends the certified version of a procedural directive to the General Counsel for Weather Services (GCW) for legal clearance. All comments, including dissenting comments, are included in the GCW package. The OPR incorporates changes from the GCW, as appropriate, and forwards an electronic version of the directive to the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (W/CFO3). If the procedural directive is new and does not supersede previous directives, the OPR must include a short summary highlighting the major points of the new directive.

5.4 Union Review. After GCW review, W/CFO3 sends the directive, without comments, to the national representative of the NWS Employees Organization (NWSEO) for union coordination. In accordance with the NWS-NWSEO Collective Bargaining Agreement, the union has 15 calendar days to review the directive. The OPR must include a short explanation of the changes made to the procedure from a WSOM Chapter, OML, or an earlier NDS procedure. If a response is not received from the union within 15 calendar days, the OPR can assume the directive is accepted as written.

If the policy directive is new and does not supersede previous directives, the OPR must include a summary highlighting the major points of the new directive, as was done with the GCW. W/CFO3 will provide the OPR with any union comments. If required, W/CFO3 will provide labor-management relations guidance to the OPR during consideration of the union comments. The OPR includes documentation of GCW and union comments in the package for final approval. If there is a significant change to the directive, re-coordination with GCW and the union is required.

5.5 Approval. A package for approval of the directive is prepared according to the OPR's guidelines. This package includes the directive and responses from all affected offices. The approving official considers comments, including dissenting comments, in deciding whether or not to approve the directive. A procedural directive becomes official when the approving authority signs the official hard copy on the banner page. Only one directive should be included in each package (or file folder) sent to W/CFO3. W/CFO3 enters the effective date on the official hard

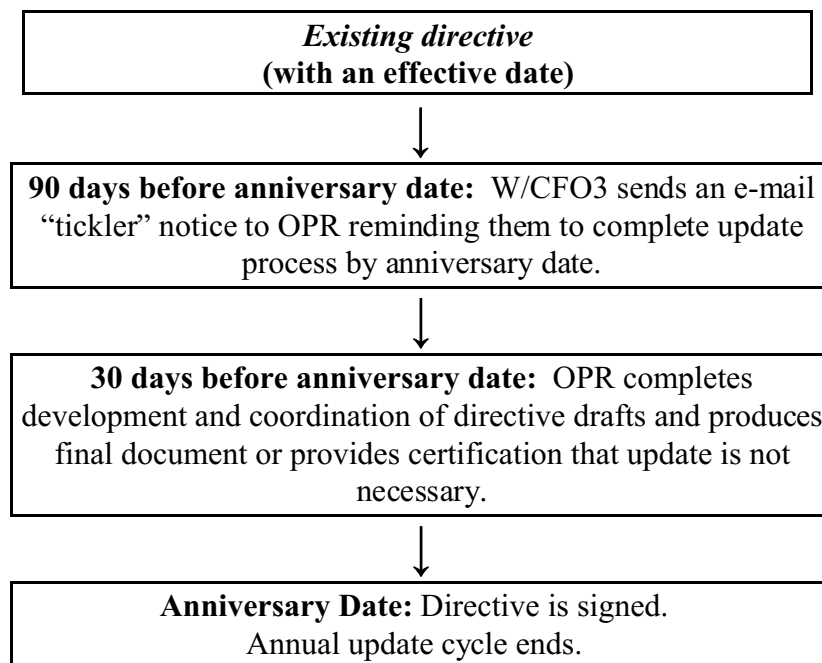
copy. The OPR then enters the effective date on the banner page and header of the electronic version. The OPR also enters the term “signed” and the date on the signature line, and provides W/CFO3 with a copy of the approved directive as a .pdf (Portable Document Format) file. When converting the document into .pdf format, the OPR assigns an appropriate file naming convention number using the instructions provided in Appendix D. W/CFO3 posts the directive on the NDS Web site within three working days. The NDS subscriber service sends a notice of the new posting to all subscribers.

W/CFO3 maintains the signed hard copy of each procedural directive along with a copy of the coordination/clearance sheet and any other essential coordination documentation. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and National Archives and Records Administration (NARA) guidelines.

## 6. Issuance Types.

6.1 Initial. Each procedural directive will have a first issuance under the NDS. These initial issuances are coordinated as outlined in Sections 5.1 through 5.4 above.

6.2 Routine. Each procedural directive will undergo an annual review process based on the annual anniversary effective date of the directive. The effective date begins a one-year period known as the annual review cycle. The annual review cycle will be completed by the anniversary date of the directive, which is one year from its effective date. Updates made to a directive as part of this annual cycle are known as routine updates. The routine update process is summarized in Figure B-2 and described in Sections 6.2.1 and 6.2.2.



**Figure B-2.** Summary of the routine (annual) update process.

6.2.1 Recommendations for Update. At any time during the first nine months of a procedural directive's annual review cycle, management at an affected office may notify the OPR of any recommended changes to the directive.

6.2.2 Update Process. Approximately ninety calendar days prior to a directive's anniversary date, W/CFO3 sends a notice reminding the OPR to complete the update process before the end of the annual cycle. The OPR evaluates any update recommendations received from affected offices during the first nine months of the annual cycle. If no update recommendations were received from affected offices by 90 calendar days before the anniversary date and the OPR could not identify the need for an update, a directive may stand without modification through the annual cycle.

The OPR may decide not to update a directive even when an affected office has requested a change if overriding concerns of the NWS dictate the need for it to remain unmodified. The OPR may wish to communicate its decision to the affected office making a request for a change. When a directive does not require an update, the OPR provides a certification memorandum, signed by the directive certifying official (i.e., division chief), to W/CFO3 by day 60 of the 90-day update period indicating the directive was reviewed and is current. A procedural directive certification memorandum template is available at the NDS Web site Toolkit at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>. The signed certification memorandum is electronically sent to W/CFO3 in .pdf format for posting at the NDS Web site. When converting the document to .pdf format, the OPR assigns an appropriate file naming convention number using the instructions provided in Appendix D.

The OPR will complete staff work to update a directive by day 60 in the 90-day update period. This includes coordination with affected offices (Section 5.1) as well as dispute resolution (Section 5.2). The last 30 calendar days of the 90-day period are reserved for GCW and union coordination (Sections 5.3 and 5.4) and signature by the approving official (Section 5.5).

The OPR should begin coordinating a first draft by the 10th working day in the 60-day staff work period. If there are only a few changes, they may be coordinated through use of a document containing just the sections being changed. A large number of changes are coordinated using a new version of the entire directive, with revised areas indicated with redline and strikeout. When the coordination process is finished, a complete document with changed areas marked is provided for GCW/union review.

The effective date (14 calendar days after signature) is entered in the banner page and header and serves as the new anniversary date for the next annual review cycle. This is followed by the final approval process as outlined in Section 5.5.

The OPR may request a waiver from W/CFO3 if a directive cannot be updated by the end of the annual review cycle. Such requests briefly state the reason additional time is needed and include a new completion date.

6.3 Emergency. An unscheduled or emergency update to a procedural directive may be made at any time. Emergency updates are coordinated with affected offices according to guidelines in Sections 5.1 and 5.2. A document containing just the section(s) being changed or a complete version of the directive with changed areas marked may be used in this coordination process. After coordination with affected offices is finished, an updated version of the directive is produced with the areas of new text marked with redline and strikeout. The updated version then proceeds through the GCW and union coordination process as outlined in Sections 5.3 and 5.4. This is followed by the final approval process as outlined in Section 5.5.

The effective date (normally 14 days after signature) is entered into the banner page and header and serves as the new anniversary date for the annual review cycle.

7. Recision. A procedural directive will be rescinded when it is no longer needed. The procedures outlined in Section 5 on development, coordination, and approval should be followed for recisions of procedural directives. Only the approving authority for the procedure can rescind the procedural directive. The format for recision of a procedural directive can be found in the NDS Web site Toolkit (<http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>).

7.1 Emergency Recision. In an emergency situation, the OPR may immediately rescind a procedural directive and notify W/CFO3. W/CFO3 distributes an e-mail notification of recision to all NDS users and removes the directive from the NDS Web site.

8. Corrections of Errors Not Requiring Coordination.

8.1 Types of Changes. If changes are made to a directive after it is posted, new coordination is required with affected offices, GCW, and the union. However, there are a few specific exceptions to this rule. The types of corrections that may not require coordination are those where coordination would not have an impact on the change. The change is made for administrative purposes. These exceptions include, but are not limited to:

- a. an incorrect number, symbol, date (except the effective date), or code that must be precise;
- b. an incorrect telephone number, room number, or name;
- c. a broken or incorrect Web site link (the correct name of the link must have been coordinated);
- d. an incorrect reference (e.g., the reference is already on the document but a reference number is incorrect), and
- e. a misspelled word.

8.2 Procedures for Resubmitting Directives. Contact W/CFO3 directives staff first at [nws.hq.aa.cfo3.nds.staff@noaa.gov](mailto:nws.hq.aa.cfo3.nds.staff@noaa.gov) to confirm the changes meet the criteria described in 8.1 above and that coordination is not needed. Changes are limited to those meeting the criteria. A new hard copy of the directive is provided to W/CFO3 along with an electronic version. The cover sheet, file name, signature date, and effective date will remain the same. However, the OPR must provide W/CFO3, for the record, with a memorandum signed by the approving official indicating



which changes were made, the date they were made, and why they were made. W/CFO3 will replace the original directive with the corrected version posted at the NDS Web site.

**APPENDIX C - NWS Supplements**

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2.4 Headers .....	C-2
2.5 Page Numbering .....	C-2
3. Banner Page .....	C-2
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1. Introduction. Supplements provide guidelines needed to adapt procedural directives to specific issues addressed by NWS regions, the National Centers for Environmental Prediction (NCEP), and field offices (e.g., weather forecast offices and river forecast centers). The approving

authority for supplements is the regional director, NCEP director, or meteorologist/hydrologist in charge corresponding to these offices.

2. Format. Follow the general format guidelines in this section for all supplements.

2.1 Margins. If using Word Perfect, set left and right margins to 1 inch. Set bottom margin to 0.6 inch. Set top margin to 1 inch for the banner page and 0.6 inch for every page thereafter.

If using Microsoft Word, set the left and right margins to 1 inch. Set the top and bottom margins to 1 inch for the entire document, and set the header and footer margins at 0.6 inch.

2.2 Font. Use 12 point Times New Roman font throughout the document. OPRs may diverge from this requirement and use fonts such as Courier New when necessary for product specifications or similar documents.

2.3 Tabs. Except for the table of contents, tab stops should be set every 0.5 inches from the left margin.

2.4 Headers. Include a header consisting of the NDS number and the supplement's effective date. For supplements, the NDS number consists of "NWS-<office designation and "S" <calendar number><year>. (Only the banner will have the applicable instruction(s) and manual(s) listed.) For NWS regions, use the two-letter abbreviation for the office designation – e.g., "CR" for Central Region. For NCEP divisions, use the three-letter abbreviation – e.g., "SPC" for Storm Prediction Center. For field offices, use the three-letter station identifier – e.g., "SGX" for San Diego. The header text is bold and right justified. Suppress the header on the banner page. An example of a supplement header is: NWS CRS 03-2002. (See Section 3a for additional information on the supplement title and number.) Templates for NDS banner pages and headers are located in the Toolkit of the NDS home page at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>.

2.5 Page Numbering. Set page numbers to appear at the bottom center of each page. Suppress page numbering on the first page. For appendices, reset the page number to 1 on the first page and use format <appendix letter - page number> (e.g., A-1).

3. Banner Page. The first page of a supplement consists of a banner with a green background followed by document information and a signature block. Figure C-1 depicts the banner format. Templates for NDS banner pages and headers are located in the Toolkit of the NDS home page at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>.

Department of Commerce • National Oceanic & Atmospheric Administration • National Weather Service

(a.) **NATIONAL WEATHER SERVICE CENTRAL REGION SUPPLEMENT 03-2002**  
**APPLICABLE TO NWSI 10-903**  
(b.) **JUNE 13, 2004**  
(c.) **Operations and Services**  
(d.) **Hydrologic Services, NWSPD 10-9**  
(e.) **Geographic Areas of Responsibility, NWSI 10-903**  
(f.) **HYDROLOGIC SERVICE AREA BOUNDARIES**

(g.) **NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>

(h.) **OPR:** W/CR2 (W. Pearson)

(j.) **Certified by:** W/CR2 (K. King)

(i.) **Type of Issuance:** Initial.

(k.) **SUMMARY OF REVISIONS:** This directive supersedes Central Region Supplement 03-2002, "Hydrologic Service Area Boundaries," dated June 14, 2003, applicable to National Weather Service Instruction 10-0-3.

(l.) \_\_\_\_\_  
Dennis H. McCarthy Date  
Director, Central Region

**Figure C-1.** Sample banner format for a supplement.

Fill in the banner with the directive information as follows:

- a. **NDS Supplement Title and Number** - The title will consist of "NATIONAL WEATHER SERVICE<Region Name/Field Office Name/NCEP Center Name>SUPPLEMENT<NUMBER>CALENDAR YEAR> (Use zero plus the supplement number where it is a single digit.) Below this, the following phrase will be used, "applicable to < INSTRUCTION or MANUAL NUMBER(s)." For example, the title for the third Central Region supplement during the year 2002 which supplements NWSI 10-903 would be: "NATIONAL WEATHER SERVICE CENTRAL REGION SUPPLEMENT 03-2002." Following that will be the instruction(s) or manual(s) being supplemented written as, "APPLICABLE TO NWSI 10-903." More than one instruction or manual can be listed.

**Example:** Eastern Region issues its fifth supplement during the year 2003 on March 5, 2003. It applies to Instructions 10-903 and 10-924 and Manual 10-923. The supplement number on the banner is:

NATIONAL WEATHER SERVICE EASTERN REGION SUPPLEMENT 05-2003

Applicable to NWSI 10-903, NWSI 10-924, and NWSM 10-923

The OPR assigns supplement numbers.

- b. **Effective Date** - Leave this blank until the directive is signed. The effective date is normally two weeks (14 calendar days) after the directive is signed by the approving authority (e.g., to allow time for implementation and/or training on a new directive). The effective date is the anniversary date for the directive.

In cases where the OPR desires the directive to become effective later than two weeks after signature, the OPR should include the rationale for the date as part of the background information accompanying the directive. The OPR also should specify the desired effective date in relative terms (i.e., 90 days after the directive is signed).

- c. **Series Title** - Title of NDS series where the supplement is found. Titles are found in Figure 1 in the introduction to NWSI 1-101.
- d. **Policy Directive** - Name and number of the policy directive being implemented.
- e. **Procedural Directive** - Name and number of the procedural directive being supplemented.
- f. **Subject Title** - Name describing the supplement's subject matter.
- g. **Notice** - Location of the NDS Web site.
- h. **Office of Primary Responsibility (OPR)** - Routing code for the NWS region, NCEP division, or field office (station identifier) responsible for the supplement followed by name of the author (first initial and last name).
- i. **Type of Issuance** - Term indicating type of most recent issuance. Options are:
- (1) Initial - first issuance of supplement under the NDS.
  - (2) Routine - annual update of the supplement.
  - (3) Emergency - unscheduled update issued between annual updates.
- j. **Certified by** - Name of manager of the organizational unit which developed the supplement. For a field office, this could be the same as the approving authority. Use the same format as OPR block.
- k. **Summary of Revisions** - List of all documents superseded by the supplement. Include the full title, issuance number, and date of the documents being superseded. If the supplement is an update, summarize the major changes made from the previous version of the supplement.

1. **Signature and Date Line** - The signature and date line begins four lines beneath the last line of the Summary of Revisions. The name and title of the approving authority should be directly under the line and flush at the left margin). The signing authority's name and title should be directly under the line and flush at the left margin. The word "Date" should be on the same line to the right of the signing authority's name.
  - m. **Banner Color** - Use the standard green color for banner table cells containing (a) through (d).
4. **Content.** Follow the structure and content instructions outlined in Section 4.1 for the main body following the banner page. The body of the document should begin on a new page. The title of the document should be bold and centered immediately below the header.
- 4.1 **Table of Contents.** Follow the format used in the parent instruction. The table of contents should begin two lines below the title. The words "Table of Contents" should be underlined and aligned at the left margin. The word "Page" should be underlined and aligned at the right margin. Set tabs at 0.25 inch, 0.60 inch, 1.10 inch, and 1.60 inch. Place the page number for each section, subsection, sub-subsection and, should it be necessary, a fourth level subsection along the right margin using dot leaders. For a long title needing additional lines, use the same indentation as the first line and start the dot leader from the first line. The table of contents for a supplement covers only the main body of the document. Provide a separate table of contents for each appendix (if any). The table of contents for the main body of the document should include a section entitled "Appendices" along with the title of each appendix.
- 4.2 **Structure.** Place policy-oriented material to guide decisions and actions in the main body. Distribute more detailed, "how-to" information into appendices.
- 4.3 **Section Numbering and Paragraphs.** Sections, subsections, and sub-subsections are titled and structured as follows:
- n. **Section Title.**
  - n.n **Subsection Title.**
  - n.n.n **Sub-subsection Title.**

Under any of these levels where items are listed for emphasis or clarity, indent text at ½ inch steps as follows:

- a. xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxx xxxxxxx.
- (1) xxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxx xxxxxxxxxxxx xxx xxxxxxx xxxxxxx.
- (a) xxxxx xxxxxxxx xxx xx xxxxxxxx xxxxxxxxxxxx xxx xxxxxxx xxx  
xxxxxx xxxxxxx.

4.4 Tables and Figures. Tables or graphics may be placed at any location within a supplement. Number tables and figures serially in the main body of the supplement. In appendices, include their letter in serial numbering, i.e., “<appendix letter>-<figure number>.”

4.5 Forms. OPRs are responsible for continuing the use of existing forms or creating new forms. New forms created for a supplement should have a corresponding NDS directive number. The OPR is responsible for maintaining and distributing the form(s). Existing forms will remain in use until replaced by an OPR. All forms must be consistent with relevant NOAA Administrative Orders (NAOs) or Department Administrative Orders (DAOs). (See [DAO 205-10](#) and [NAO 205-10](#).)

4.6 Appendices. Use appendices in supplements as necessary. Follow the format used in this and other appendices of the parent instruction.

4.7 Special Instructions for MOA/MOUs. Memoranda of Agreement/Memoranda of Understanding MOA/MOUs referenced in or relevant to the supplement must be filed with the supplement.

5. Development, Coordination, and Approval. Regional headquarters, the NCEP, and field offices are the OPRs which may develop supplements.

5.1 Regional Supplements. Supplements to be issued by OPRs in regional headquarters are coordinated with all affected NWS organizations (i.e., national Headquarters offices, other regions, NCEP, field offices).

The coordination and approval process of regional supplements is less formal than for policy and procedural directives. A draft version of the supplement is sent for review by counterparts in all affected offices. At least 15 working days are allowed for comments. If an affected office does not respond by the close of business on the due date, it is assumed to accept the supplement as written. More than one iteration of the draft/review process may be necessary, but the OPR works to develop a best possible compromise version. The national Headquarters office responsible for managing the functional area addressed by the supplement will have the final decision authority on matters of conflict with national policy and procedures. It is suggested that as a courtesy, the OPR prepare and share a point paper with affected offices, along with the final version of the directive, to communicate the reasons for any disagreement and the final choice of text.

A regional supplement ready for final approval is sent to the regional representative of the NWS Employees Organization for union coordination. No General Counsel clearance is required.

A supplement becomes official when the approving authority signs the official hard copy on the banner page. The OPR enters the effective date on the banner page and header of the electronic version of the official hard copy. The OPR also enters the term “signed” and the date on the signature line. The OPR then provides an electronic copy as a .pdf (Portable Document Format) file to the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (W/CFO3) for posting on the NDS Web site along with official notification from the approving authority that the supplement was signed. The clearance

date from the regional representative from the NWS Employees Organization is to be included in the final electronic message sent to W/CFO3. The clearance date is the day the regional representative responded to the OPR or the end of the 15 calendar day consultation period if no response is made. If a response is not received from the union within 15 calendar days, the OPR can assume the directive is accepted as written.

When converting the document to a .pdf file, the OPR assigns an appropriate file naming convention number using the instructions provided in Appendix D. W/CFO3 posts the supplement on the NDS Web site within three working days. The NDS subscriber service sends a notice of the new posting to all subscribers.

The regional headquarters maintains the signed hard copy of each supplement. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and National Archives and Records Administration (NARA) guidelines when no longer needed.

**5.2 NCEP Supplements.** Supplements from NCEP are coordinated with all affected NWS organizations (i.e., national Headquarters offices, other regions, NCEP, field offices). A draft version is sent for review by counterparts in those offices. At least 15 working days are allowed for comments. If an affected office doesn't respond by the close of business on the due date, it is assumed to accept the supplement as written. More than one iteration may be necessary, but the OPR works to develop a best-possible compromise version. The national Headquarters office responsible for managing the functional area addressed by the supplement will have the final decision authority on matters of conflict with national policy and procedures. It is suggested that, as a courtesy, the OPR prepare and share a point paper with affected offices, along with the final version of the directive, to communicate the reasons for any disagreement and the final choice of text.

An NCEP supplement ready for final approval is sent to the NCEP representative of the NWS Employees Organization for union coordination. No General Counsel clearance is required. If a response is not received from the union within 15 calendar days, the OPR can assume the directive is accepted as written.

An NCEP supplement becomes official when the approving authority signs the official hard copy on the banner page. The OPR enters the effective date on the electronic version of the official hard copy on the banner page and header. The OPR also enters the term "signed" and the date on the signature line. The OPR then provides an electronic copy as a .pdf file to W/CFO3 for posting on the NDS Web site along with official notification from the approving authority that the supplement was signed. The clearance date from the NCEP representative from the NWS Employees Organization is to be included in the final electronic message sent to W/CFO3. The clearance date is the day the regional representative responded to the OPR or the end of the 15 calendar day consultation period if no response is made.

When converting the document to a .pdf file the OPR assigns an appropriate file naming convention number using the instructions provided in Appendix D. W/CFO3 posts the supplement on the NDS Web site within three working days. The NDS subscriber service sends a notice of the new posting to all subscribers.



The NCEP maintains the signed hard copy of each supplement. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and NARA guidelines when no longer needed.

5.3 Field Office Supplements. Supplements issued by field offices are coordinated with all affected NWS organizations (i.e., national Headquarters offices, other regions, NCEP, field offices) as well as with the local union steward. No General Counsel coordination is required.

A field office supplement becomes official when the approving authority signs the official hard copy on the banner page. The OPR enters the effective date on the electronic version of the official hard copy and on the banner page and header of the electronic version. The OPR also enters the term “signed” and the date on the signature line. The OPR provides an electronic copy as a .pdf file to W/CFO3 for posting to the NDS Web site along with official notification from the approving authority that the supplement was signed. The clearance date from the local union steward is to be included in the final electronic message sent to W/CFO3. The clearance date is the day the regional representative responded to the OPR or the end of the 15 calendar day consultation period if no response is made. If a response is not received from the union within 15 calendar days, the OPR can assume the directive is accepted as written.

When converting the document to a .pdf file, the OPR assigns an appropriate file naming convention number using the instructions provided in Appendix D. W/CFO3 posts the directive on the NDS Web site within three working days. The NDS subscriber service sends a notice of the new posting to all subscribers.

The field office maintains the signed hard copy of each supplement. Official signed copies are permanent Federal records and will be archived in accordance to NOAA and NARA guidelines when no longer needed.

6. Issuance Types. There will be three types of issuances for supplements. All three types will follow the coordination and review instructions described in Section 5.

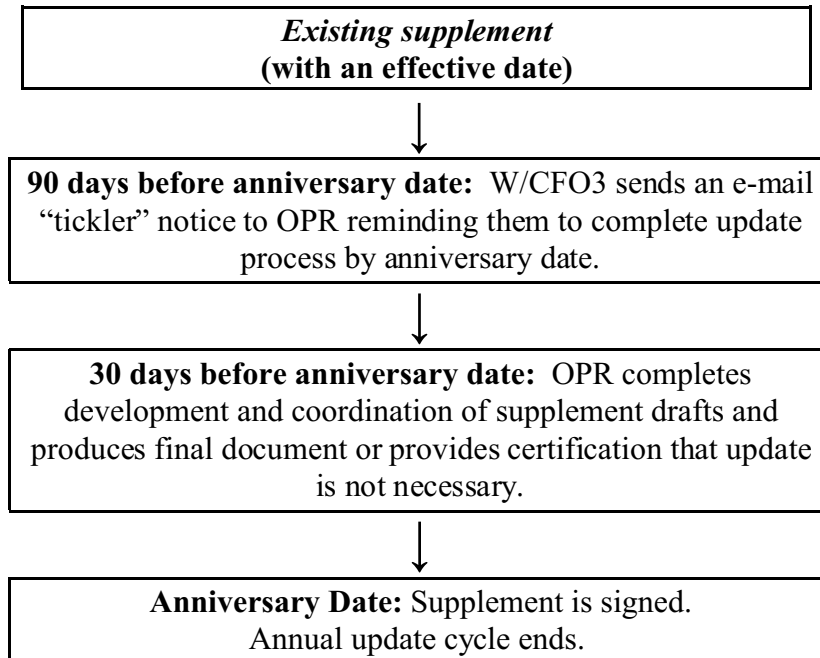
6.1 Initial. Each supplement will have a first issuance under the NDS. These initial issuances are coordinated as outlined in Section 5.

6.2 Routine. Each supplement will undergo an annual review process. This annual review process is based on the directive’s effective date of the most recently approved version. The effective date begins a one-year period known as the annual review cycle. The annual review cycle will be completed by the anniversary date of the directive, which is one year from its effective date. Updates made to a supplement as part of this annual cycle are known as routine updates. The annual review process for supplements is specified by the developing OPR.

If the OPR decides not to update a supplement, the OPR provides a certification memorandum, signed by the supplement certifying official to W/CFO3 by day 60 of the 90-day update period indicating the directive was reviewed and is current. If an affected office makes a request for a change to the supplement and the OPR decides not to update it and make the change, the OPR may

wish to communicate its decision to the affected office. A supplement certification memorandum template is available at the NDS Web site Toolkit at <http://www.nws.noaa.gov/directives/toolkit/toolkit.htm>. The signed certification memorandum is electronically sent to W/CFO3 in .pdf format for posting at the NDS Web site.

An example of the annual review cycle is provided in Figure C-2.



**Figure C-2.** Example: summary of the routine (annual) update process.

6.3 Emergency. An unscheduled or emergency update to a supplement may be made at any time when a requirement is identified. These emergency updates are coordinated with affected offices according to the applicable guidelines outlined in Section 5 on development, coordination, and approval. When an emergency update is made to a supplement, the OPR determines an effective date which serves as the new anniversary date for the annual review cycle.

7. Recision. All Regional Operations Manual Letters (ROMLs) remain in effect until officially superseded or rescinded by NWS Regions. A supplement will be rescinded when it is no longer needed. The applicable procedures outlined in Section 5 on development, coordination, and approval should be followed for recisions of supplements.

7.1 Emergency Recision. In an emergency situation, the OPR may immediately rescind a supplement and notify W/CFO3. W/CFO3 distributes an e-mail notification of recision to all NDS users and removes the supplement from the NDS Web site.

8. Corrections of Errors Not Requiring Coordination.

8.1 Types of Changes. If changes are made to a directive after it is posted, new coordination is required with affected offices and the union. However, there are a few specific exceptions to this rule. The types of corrections that may not require coordination are those where coordination would not have an impact on the change. The change is made for administrative purposes. These exceptions include, but are not limited to:

- a. an incorrect number, symbol, date (except the effective date), or code that must be precise;
- b. an incorrect telephone number, room number, or name;
- c. a broken or incorrect Web site link (the correct name of the link must have been coordinated);
- d. an incorrect reference (e.g., the reference is already on the document but a reference number is incorrect), and
- e. a misspelled word.

8.2 Procedures for Resubmitting Supplements. Contact W/CFO3 directives staff first at [nws.hq.aa.cfo3.nds.staff@noaa.gov](mailto:nws.hq.aa.cfo3.nds.staff@noaa.gov) to confirm the changes meet the criteria described in 8.1 above and that coordination is not needed. Changes are limited to those meeting the criteria. A new electronic version of the directive is provided to W/CFO3. The cover sheet, file name, signature date, and effective date will remain the same. However, the OPR must provide W/CFO3, for the record, with a memorandum signed by the approving official indicating which changes were made, the date they were made, and why they were made. W/CFO3 will replace the original directive with the corrected version posted at the NDS Web site.

**APPENDIX D - NDS Electronic Filing Numbering System**

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1. Introduction. A file naming convention is required for file management and indexing. The file name is based on the NDS numbering scheme and is used to save, transmit, and post documents electronically. When a document is converted to a .pdf (Portable Document File) file following signature, it will be named using the method described in this Appendix before transmission to the Management and Organization Division of the Office of the Chief Financial Officer/Chief Administrative Officer (W/CFO3) for posting. The numbering system for policies, procedures, and supplements described in Appendices A through C is not changed. Banners are not changed.

2. Responsibilities. Offices of Primary Responsibility (OPRs) are responsible for assigning appropriate file names using the directions provided in this Appendix prior to submitting documents for posting on the NDS home page.

3. Format. NDS policy and procedures identify only the functional area and directive number. The file names will be different from these numbers. However, the file names are based on the numbers used in the banners to identify the directive.

3.1 File Name. Each file name begins with “pd” and ends in “.pdf.” The “pd” is followed by 5 numbers and one character for policies; 8 numbers and one character for instructions and manuals; and 14 numbers and two characters for supplements. Use lower case letters for characters (e.g, pd, .pdf). When Adobe Acrobat is used to convert the file to .pdf, the file extension “.pdf.” is automatically assigned.

3.1.1 Policy Directives. Using NWSPD 1-1 as an example:

- a. The first two characters of the file name describe an NWS directives file - pd.

- b. The first, second, and third numbers following “pd” name describe the functional area - 001.
- c. The fourth and fifth numbers of the file name describe the policy directive number - 01.
- d. After the fifth number, a character is inserted to indicate the version letter. For example, the initial version of NWSPD 1-1 will be indicated by the letter “a.”
- e. All file names end with “.pdf.”

File naming example for NWSPD 1-1: pd00101a.pdf

**3.1.2 Procedural Directives.** Using NWSI 1-101 as an example:

- a. The first two characters of the file name describe an NWS directives file - pd.
- b. The first, second, and third numbers following “pd” name describe the functional area - 001.
- c. The fourth and fifth numbers of the file name describe the policy directive number - 01.
- d. The sixth, seventh, and eighth numbers of the file name are added for procedural directives and describe the procedural directive number - 001.
- e. After the eighth number, a character is inserted to indicate the version letter. For example, the initial version of NWSPD 1-1 will be indicated by the letter “a.”
- f. All file names end with “.pdf.” (All files should be saved as .pdf documents.)

File naming example for NWSI 1-101: pd00101001a.pdf

**3.1.3 Supplements.** Supplement file names identify the issuing regional office and the supplement number. Additional characters and numbers are added to the above to identify supplements. Using NWS CR Supplement 05-2003 applicable to NWSI 10-903 as an hypothetical example:

- a. The first two characters of the file name describe an NWS directives file - pd.
- b. The first, second, and third numbers following “pd” name describe the functional area - 010.
- c. The fourth and fifth numbers of the file name describe the policy directive number - 09.

- d. The sixth, seventh, and eighth numbers of the file name are added for procedural directives and describe the procedural directive number - 003.
- e. After the eighth number, the office identifier is added (e.g., “c” for Central Region, “e” for Eastern Region, “n” for NCEP, or “e” for Pittsburgh [PBZ will be used as the routing code) - c.
- f. After the identifier, the number of the supplement is added - 052003
- g. After the number of the supplement is added, a character is inserted to indicate the version letter. For example, the initial version of NWSPD 1-1 will be indicated by the letter “a.”
- h. All file names end with “.pdf.”

File naming example for NWS CR Supplement 05-2003 applicable to NWSI 10-903:  
pd01009003c052003a.pdf

3.1.4 Certification Memoranda. Certification memoranda use the same file naming convention as described above but end with “\_cert.pdf.”

The file name for a certification memorandum for the fourth version of NWSI 1-101 would be: pd00101001d\_cert.pdf

The file name for a certification memorandum for the first version of NWS CR Supplement 05-2003 applicable to NWSI 10-903 would be: pd01009003c052003a\_cert.pdf

3.2 Formula. The formula for the file naming convention is:

Formula	pd	Functional Area	Policy Number	Procedure (Manual or Instruction) Number	Region Identifier (offices and centers)	Supplement Version	Supplement Year	Version Letter	.pdf
Characters/ Numbers	pd (All start with “pd”)	000 (001, 010, 020, 030, 040, 050, 060, 070, 080, 090, 100)	00 (01 - 99)	000 (001 - 999)	e - ER s - SR c - CR w - WR p - PR a - AR n - NP <i>also, e.g.,</i> pbz - Pgh. nyc - NYC lwx - Sterling, VA	00 (01-99)		a -z	.pdf
Example: NWSPD 1-1	pd	001	01					a	.pdf
Example: NWSI 1-101	pd	001	01	001				a	.pdf

Formula	pd	Functional Area	Policy Number	Procedure (Manual or Instruction) Number	Region Identifier (offices and centers)	Supplement Version	Supplement Year	Version Letter	.pdf
Example: <i>NWS CR Supplement 03-2002 applicable to NWSI 10-331</i>	pd	010	03	031	c	03	2002	a	.pdf
Example: An update to NWSI 1-101	pd	001	01	001				b	.pdf

Additional examples:

The file name for NWSPD 10-5 is: pd01005a.pdf

The file name for the 3<sup>rd</sup> version of NWSPD 60-1 is: pd06001c.pdf

The file name for NWSI 10-366 is: pd01003066a.pdf

The file name for NWS CR Supplement 03-2002 applicable to NWSI 10-925 is:  
pd01009025c032002a.pdf

3.2.1 Supplements Applying to More than One Procedural Directive. Assign the directive with one electronic filing number and add the text titles of the procedural directives. There will be one “physical” file in the system; however, it will point to several documents. For example, using NWS ER Supplement 03-2002 applicable NWSI 10-310 and NWSI 10-311 on “Marine Forecasting” (hypothetical), the file name would be: pd01003010e032002a.pdf. The regional office can choose which instruction or manual number to use as part of the file name. However, when the files are submitted to W/CFO3 for posting, the submission for the one supplement should look like the following:

- |    |                        |  |
|----|------------------------|--|
| a. | pd01003010e032002a.pdf | Marine Marine Forecast Services                          |
| b. | pd01003010e032002a.pdf | Offshore, NAVTEX, and High Seas Marine Forecast Services |